NECSD Vacation Request Form 2016-2017

Name:									Date:								
Reporting Location:										Title:							
"Circle" the days you intend to use as vacation on the calendar below. Prior approval is required for all																	
vacation days, so please plan accordingly. Return to immediate supervisor for approval. Please DO NOT																	
call the tape for vacation days. Unapproved vacation time may be charged against sick time or result in loss of pay. "H" indicates a district holiday for that day.															t sick time or result in		
loss	s of	рау.	"H′	ind	icat	es a	•	ıy.									
July 2016							Holidays are built into calendar							Holidays are built into calendar			
S	M	Т	W	Т	F	S		S	M	Т	W	Т	F	S			
3	Н	5	6	7	1 8	9		8	9	3 10	11	5 12	6 13	7			
10	11	12	13	14	15	16		15	H	17	18	19	20	21			
17	18	19	20	21	22	23	# of Days taken	22	23	24	25	26	27	28	# of Days taken		
24	25	6	27	28	29	30	Balance of days	29	30	31					Balance of days		
	A	lug	ust	201	6			February 2017									
S	М	Т	W	Т	F	S		S	M	Т	W	Т	F	S			
31	1	2	3	4	5	6					1	2	3	4			
7 14	8 15	9 16	10 17	11 18	12 19	13 20		5 12	13	7 14	8 15	9 16	10 17	11 18			
21	22	23	24	25	26	27	# of Days taken	19	H	21	22	23	24	25	# of Days taken		
28	29	30	31				Balance of days	26	27	28					Balance of days		
	Se	ptei	mbe	r 20	016				ı	Mar	ch 2	2017	7				
S	М	Т	W	Т	F	S	1	S	М	Т	W	Т	F	S			
				1	2						1	2	3	4			
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11	12 19	13 20	14 21	15 22	16 23	17 24		12 19	13 20	14 21	15 22	16 23	17 24	18 25			
25	26	27	28	29	30	1	# of Days taken	26	27	28	29	30	31	1	# of Days taken		
							Balance of days								Balance of days		
	0	cto	ber	201	6		•			Арі	ril 2	017			•		
S	M	T	W	Т	F	S		S	M	T	W	T	F	S			
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23	24	25	26	27	28	29		23	24	25	26	27	28	29			
30	31						# of Days taken	30							# of Days taken		
			<u> </u>		40		Balance of days		l						Balance of days		
	NC		nbe	r 20	116		•				y 20	<i>)</i> 1 <i>7</i>			1		
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13	14	15	16	17	18	19		14	15	16	17	18	19	20			
20	21	22	23	Н	Н	26		21	22	23	24	25	26	27			
27	28	29	30				# of Days taken	28	Н	30	31				# of Days taken		
	December 2016 Balance of days June 2017														balance of days		
	De				116		1		,	r	ſ	017		,	1		
S	M	Т	W	T	F	S		S	M	Т	W	T	F	S			
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11	12	13	14	15	16	17		11	12	13	14	15	16	17			
18	19	20	21	22	Н	24	# of Days taken	18	19	20	21	22	23	24	# of Days taken		
25	Н	Н	Н	H	Н	31	Balance of days	25	26	27	28	29	30		Balance of days		
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Ap	prov	ved 1	by:								Dat	e: _					